Virginia Comprehensive Assistance Network [VA CAN] Meeting
June 10, 2003

Final Draft Meeting Notes:

Attendance:

Richard Rasmussen - DEQ, Chuck McCarty - DEQ, Jim McKean - DBA, Nancy Jakubec - DOLI, Willie Miles – DMBE, Jeff Kohler - VPMEP, Gordon Dixon – NFIB, Linda Hawkins – IRS and **Keith Boisvert** – DEQ.

Note: Bold indicates First time attendee.

1. Opening/Introductions

Round the table introductions and descriptions of programs represented.

2. May 13th Event – discussion of event

Richard gave a report on the event in Tracy Garland's absence due to illness. There were over 20 exhibitors at the event [photographs of the booths were displayed during the meeting as an ongoing power point presentation] pictures were attached to your last communication. The mailing by Radford used mailing lists from six local chambers of commerce. Unfortunately, there were only about 15 small businesses and one chamber of commerce that attended the event.

There is money left in the VA CAN account at Radford from this event. The amount is $1,233.61. Several options were discussed regarding the money. They were:
- return the money proportionally to the contributors
- use the money as seed money for a future event
- do a follow up survey to all those that received the original brochure to find out why they were
	unable to attend and what might encourage them to attend another event
- set up a formal organization
- improve the directory and its printing
- develop a VA CAN website
- develop a VA CAN display booth

Those at today's meeting that participated in the May 13th event felt that the event was worthwhile. Although we would have liked to have more business participation, the ability of VA CAN as a network to produce a quality event was proven and the ability to network with each other to share information, resources, and knowledge, fulfilling the Mission of VA CAN.

There was discussion of what to do in the **future**. The following was discussed:
- it might be more advantageous to "piggy-back" with another organization/type of event. I.e. a home show, Biz Link Conference in Richmond, etc.;
- for future events, there's a need to reach the audience at least 3 times [mail, phone, etc.] prior to any event;
- have seminar/conference with displays, possibly with corporate sponsorship;
- hold an event in a larger business hub, i.e. Richmond, Northern VA, etc.;
- hold future events around the state;

- promote VA CAN in various media, publications, and at other events;
- have DPOR provide copies of VA CAN directory when the businesses register;
- do a follow-up survey to the mailing list of the May 13th event [see comments above], as well as exhibitors [Nancy Jakubec, DOLI volunteered to share one of their surveys to be modified for this purpose];
- develop a VA CAN web site; until it's established, post the VA CAN directory on DEQ's SBAP site and have member sites hotlink to the VA CAN directory; and
- create a VA CAN exhibit booth that any member of the group could use to display at any event.

Richard said he would ask Tracy to write up a brief summary of the May 13th event.

3. Show and Tell

It was an around the table discussion of events that each group has planned in the future. Richard asked Jeff if he would be able to do a presentation of VPMEP activities at the next meeting. Jeff agreed as long as his schedule would allow.

4. Need Additional Information for VA CAN Booklet

There is still a need for the "blue page" information from most VA CAN members. It would include a one sentence description of each program you want listed with the appropriate contact information [phone number, address, web site, etc.].

It was suggested that a brief summary of VA CAN be written that could be posted on members sites with a hotlink to the VA CAN site/directory. DEQ SBAP will develop the brief summary and share with members for comments prior being posted on the web.

5. Other

See above "what to do in the **future**".

Our NEXT MEETING - August 19, 2003, DEQ Piedmont Regional Office 10AM to 12:00 PM. Please RSVP by August 8, 2003.